

# **ELMSWELL PARISH COUNCIL**

An Ordinary Meeting of full Council will take place on  
**Monday 21<sup>st</sup> February 2022 at 7.30pm**  
at The Blackbourne, Elmswell IP30 9UH

## **AGENDA**

*Published 16.02.22*

- 22.02.01 Apologies for absence to be noted or accepted from Councillors and other apologies noted.
- 22.02.02 **Proposal: Cllr Pallett;**  
**That the draft Minutes of the Ordinary Parish Council Meeting held on the 17<sup>th</sup> January 2022, as tabled, be agreed as a true record.**
- 22.02.03 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items and to note any additions, deletions or alterations to the Council's Register of Interests.
- 22.02.04 To receive reports / papers including from external bodies as appropriate and to take questions from Councillors or the public on those reports /papers and on any matter on this agenda.
- 4.1 A written Report, as tabled and circulated, from MSDC Ward Members Cllrs Sarah Mansel & Helen Geake
- 4.2 A written Report, as tabled and circulated, from SCC Ward Member Cllr Andy Mellen
- 22.02.05 To note any correspondence to this meeting unrelated to an Agenda item and to take action as appropriate.
- 22.02.06 To receive the Clerk's report as per Appendix A, to note any additions and/or any matters arising and to take action as appropriate.
- 22.02.07 To note any Complaints Committee business for information, to be noted or for inclusion on a future agenda and the date of the next Complaints Committee meeting, if known.
- 22.02.08 To note any Planning results as notified by Mid Suffolk District Council and to take action as appropriate.
- 8.1 DC/21/06401 Erection of 1No detached dwelling  
Beech Glade, 106 Bennett Avenue GRANTED EPC objected
- 8.2 DC/21/6610 Erection of a single garage  
3 Thedwastre Close GRANTED EPC supported
- 8.3 DC/21/06611 Erection of 2No detached dwellings...  
rear of Woodstock and orchard House, Ashfield Road  
GRANTED EPC supported
- 8.4 DC/22/00259 Application of work to trees...  
The Cottage, Church Road GRANTED EPC supported  
(Clerk delegation)
- 22.02.09 To discuss the following Planning application as notified by Mid Suffolk District Council, and to make comment as appropriate:
- 9.1 **DC/22/00212**  
**Erection of single story side extension (following demolition of existing conservatory)**  
**Folly Cottage, Rose Lane**
- 9.2 **DC/22/00259**  
**Application for works to trees subject to Tree Preservation Order WS312: Re-pollard 1no Lime (T29) to 1m higher than original cut, and re-pollard 1no Lime (T28) to 2m higher than original cut**  
**The Cottage, Church Road NB Clerk already supported under delegated power**

- 9.3 DC/22/00668  
Erection of single storey side link extension between existing bungalow and detached garage (revised scheme to that granted under DC/21/05172)  
51 Blackbourne Road\
- 9.4 DC/22/00638  
Erection of 1No. class E(g) commercial building  
Land at Stage café, Old A45 Woolpit
- 9.5 DC/21/06555  
Application for Discharge of Conditions for 3469/16 – Condition 14 – (Sustainable Urban Drainage System Components and Piped Networks)  
Land to the East of Borley Crescent

- 22.02.10 **Proposal: Cllr Pallett;**  
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to the Chief Planning Officer at Mid Suffolk District Council.
- 22.02.11 To note any other Planning business and to take action as appropriate.
- 22.02.12 To receive a report from the Task & Finish Working Party established ref. 22.01.15 to assess the current and future workload of the Clerk's office and to make recommendations as necessary towards ensuring that future pressures of growth can be accommodated without a drop in standards of service.
- 22.02.13 **Proposal: Cllr Pallett;**  
That Council advertises for a weekend caretaker covering the facilities at Blackbourne, Wesley and at the Elmswell Tavern as appropriate with a view to developing the post to cover the forthcoming retirement of the incumbent.
- 22.02.14 **Proposal: Cllr Pallett;**  
That Council advertises for a clerical assistant to work part-time in the Clerk's office towards being able to offer public access on all weekdays.
- 22.02.15 **Proposal: Cllr Pallett;**  
That, effective from 01.03.2022, the post of Assistant to the Parish Clerk be remunerated at the National Joint Council for Local Government Services pay scale SCP7 rather than at SCP6, a cost implication of £5.80 per week, and that this be reviewed forthwith by SALC towards confirming the appropriate pay rate in the longer term.
- 22.02.16 **Proposal: Cllr Pallett;**  
That, effective from 01.03.2022, the hours of work allocated in the Contract for the post of Assistant to the Parish Clerk be changed to be a minimum of 29 hours per week, as currently maintains, and a maximum of 37 hours per week at the discretion of the Clerk and at a potential extra cost to Council at SCP7 rates of £83.52 per week
- 22.02.17 **Proposal: Cllr Pallett;**  
That, from 01.03.2022, the post of Clerk to the Council be remunerated in accordance with the National Joint Council for Local Government Services pay scale framework at the full time rate of 37 hours per week at the current rate set at SCP38, a cost implication of £261.24 per week, and that the post be reviewed forthwith by SALC towards confirming the appropriate pay rate in the longer term.
- 22.02.18 **Proposal: Cllr Pallett;**  
That Messrs Top Garden Services be retained as contractors for grass cutting and ancillary services on Council's land at the cemetery, at Crown Mill and at Clay Field for the 2 years beginning 01.03.2022 as specified in their letter of 18.01.2022 for the total sum of £7,200.00 net of VAT.

- 22.02.19      **Proposal: Cllr Pallett;**  
That, as from 01.03.2022, the licensee of the Elmswell Tavern be Oliver Jackson and that, under his general management, the Council underwrites the capital and running costs of the enterprise, employs the staff and receives any financial surplus from trading.
- 22.02.20      **Proposal: Cllr Shaw;**  
That Council approves the draft Elmswell Neighbourhood Plan, as tabled, for the purposes of the Pre-Submission Consultation to be undertaken in accordance with the Neighbourhood Planning Regulations and delegates to the Clerk, in collaboration with the Chairman and Cllr Shaw, the agreement of any minor factual, grammatical and spelling errors in the Plan currently ahead of the commencement of full Consultation.
- 22.02.21      **Proposal: Cllr Pallett;**  
That a grant of £200.00 be made to Founders4Schools.
- 22.02.22      **Proposal: Cllr Brown;**  
That a sum of £1,000.00 be made available towards the costs of Platinum Jubilee celebrations in the village.
- 22.02.23      To note the position regarding the transfer of land at Ashfield Road from Matthew Homes Ltd and to take action as necessary.
- 22.02.24      To note authorised payments made and income received as per Appendices B and C, and indicative financial overview as at 31.01.22.
- 22.02.25      **Proposal: Cllr Pallett;**  
**That proposed payments, scheduled as Appendix D, be authorised.**
- 22.02.26      To note Balances as per Appendix E and the Chairman's confirmation that the relevant bank statements and computer report verify the published figures.
- 22.02.27      To invite public comment or questions on matters relevant to Council business.
- 22.02.28      To consider any other Council business from Councillors or the Clerk for information, to be noted, or for inclusion on a future agenda.
- 22.02.29      To note that the next Ordinary Meeting of Council is scheduled for Monday 21<sup>st</sup> March 2022 beginning at 7.30 p.m. at Blackbourne.
- 22.02.30      Close of Meeting.

Signed

*Peter Dow*

**Peter Dow** CiLCA

Proper Officer

16.02.2022